

**CORPORATION & OFFICER
CHANGE APPLICATION (PRLS)**

RE 267 (Rev. 6/02)

NOTICE

Read instructions on RE 254 and information on reverse side before completing this application.

Type of Change [Check appropriate box(es).]

- | | |
|---|--|
| <input type="checkbox"/> Change of Main Office Address | <input type="checkbox"/> Change Mailing Address |
| <input type="checkbox"/> Change of Corporation Name | <input type="checkbox"/> Change of Designated Officer |
| <input type="checkbox"/> Add/Delete Fictitious Business Name | <input type="checkbox"/> Cancel Corporation License |
| <input type="checkbox"/> Change of Designated Agent | <input type="checkbox"/> Change of Officer's Personal Name |
| <input type="checkbox"/> Issue Duplicate License Certificate — \$10 (See "Duplicate License" on reverse side.) | |

PRLS CORPORATION INFORMATION

1. CORPORATION NAME (LIST AS SHOWN ON LICENSE CERTIFICATE.)

2. CORPORATION ID#

3. **NEW** CORPORATION NAME (LIST EXACTLY AS SHOWN ON AMENDED ARTICLES OF INCORPORATION)

4. CORPORATION'S MAIN OFFICE ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

5. CORPORATION'S MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX, CITY, STATE, ZIP CODE)

6. FICTITIOUS BUSINESS NAME (CHECK EITHER ADD OR DELETE; ENTER DBA EXACTLY AS SHOWN ON FICTITIOUS BUSINESS NAME STATEMENT)

- ☐ ADD
☐ DELETE
☐ ADD
☐ DELETE

7A. NAME OF NEW DESIGNATED OFFICER

ID# — FOR DRE USE ONLY

7B. NAME OF FORMER DESIGNATED OFFICER

ID# — FOR DRE USE ONLY

8A. NAME OF NEW DESIGNATED AGENT

(CHECK ONE)

- ☐ RE 256 ON FILE
☐ RE 256 ATTACHED

ID# — FOR DRE USE ONLY

8B. NAME OF FORMER DESIGNATED AGENT

ID# — FOR DRE USE ONLY

8C. DESIGNATED AGENT WILL SUPERVISE AT: (STREET ADDRESS, CITY, STATE, ZIP CODE)

9A. OFFICER'S NEW NAME

9B. OFFICER'S FORMER NAME

9C. OFFICER'S MAILING ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

9D. DO YOU RESIDE IN CALIFORNIA?

☐ YES ☐ NO

IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

10. BUSINESS TELEPHONE NUMBER

11. RESIDENCE TELEPHONE NUMBER

12. SIGNATURE OF PRLS OFFICER

DATE

**FOR DRE USE ONLY**

EFFECTIVE DATE

EXPIRATION DATE

BOND #

CONTRACT APPROVED

COPY TO PRLS CONTRACT REVIEWER

DATE LICENSE SENT

General Information

- ✓ This form is for corporation and officer changes only.
- ✓ Complete all information requested on the front of this form.
- ✓ Additional information, documents or fees may be required with certain changes; please read the following information and RE 254 before completing and submitting this form.
- ✓ Effective August 1, 1998, all prepaid rental listing service licensees will be required to submit proof that they have legal presence in the United States in order to obtain an original or renewal license. This information can be submitted at any time during a licensee's two year license term, but it must be received before a renewal license can be issued. All licensees are encouraged to submit this information as soon as possible to avoid delays at the time of renewal. The proof of legal presence document (i.e., birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205) before a license will be issued. Please refer to that form for further instructions.
- ✓ Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- ✓ If you electronically reproduce this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Bond Information

If you are changing your name or the corporation is changing its' name or the main office address, submit a rider to the existing bond showing the changes. (Refer to RE 254 for bond and/or rider information.)

Contract Information

If you are changing your name or the corporation is changing its' name, the main office address, adding/deleting an additional location or adding/deleting a fictitious business name submit an amended contract for approval.

Fictitious Business Name

Prior to filing your fictitious business name statement with the county, you may wish to contact a local DRE district office, or check our Web site (<http://www.dre.ca.gov>) to determine if the name is already in use.

Change of Corporation Name

- Submit a copy of the Amended Articles of Incorporation as filed with the Secretary of State. The amended articles should reflect the endorsement of the Secretary of State of the State of California.
- If the corporation is using a DBA, submit a certified copy of the refiled Fictitious Business Name Statement to show the change of name.
- Submit a rider to the existing bond showing the change.

Change of Officer's Personal Name

- Submit copies of court documents, marriage certificates, etc., to substantiate name changes.
- The name shown on the license certificate is the only name the officer is authorized to use in PRLS activities.

Designated Officer Change

- Submit either a copy of the Resolution of the Board with the corporate seal, indicating the date of termination of the outgoing designated officer, or a signed statement giving the date of death of the outgoing designated officer.
- This form must be signed by the new designated officer.
- The new designated officer must also submit a Corporation License Application (RE 272) and a completed Live Scan Service Request (RE 237) which involves submission of the applicant's fingerprints electronically to the Department of Justice.

Duplicate License

A fee of \$10 is required for the following transactions:

- To replace an existing or lost license certificate;
- To obtain an updated license certificate following a change of main office or mailing address.

A license certificate is automatically generated for the following transactions without a duplicate license fee:

- Requests for personal name change.

Mailing Information

Submit this application and if required additional documents and fee to the following address.

Make check or money order payable to:

Department of Real Estate

Mail To: Department of Real Estate
P.O. Box 187000
Sacramento, CA 95828-7000
